Training Module A:
Jobs Data for
Sub-Recipients & Vendors

Office of Economic Recovery and Reinvestment
State of Rhode Island and Providence Plantations

Note on Scope

This training module concerns <u>only</u> reporting of jobs data by sub-recipients and vendors.

There may be additional reporting requirements in connection with your subaward or vendor contract (<u>e.g.</u>, section 1512 data for sub-recipients).

You should follow-up with your awarding State Agency to confirm that you are aware of all reporting requirements.

Agenda

1. Roles and Responsibilities

2. What Must I Report?

3. How Should I Report The Data?

4. Common Data Quality Review Issues

5. Questions

Roles and Responsibilities

<u>Prime Recipients</u> must:

1. Collect and aggregate jobs data from themselves, co-prime recipients, sub-recipients and vendors

2. Report jobs data to the federal government using FederalReporting.gov

3. Maintain adequate supporting documentation for data quality review and potential audits

Roles and Responsibilities

Both **Sub-Recipients** *and* **Vendors** must:

1. Collect and aggregate jobs data from themselves, their sub-recipients and vendors

2. Report jobs data to their awarding State Agencies

3. Maintain adequate supporting documentation for data quality review and potential audits

Who Must Collect Jobs Data?

- Prime recipients
- Co-prime recipients
- Sub-recipients
  - Sub-recipients' sub-recipients
  - Sub-recipients' vendors
- Prime recipient vendors
  - Vendors' vendors

Contract Term

R.I. Supplemental Terms and Conditions for ARRA Contracts and Subawards

12. **Required Jobs Data Reporting under § 1512(c)(3)(D) of ARRA**

   a.   Contractor agrees, in accordance with section 1512(c)(3)(D) of ARRA and section 5 of the June 22, 2009 OMB Reporting Guidance (entitled "Reporting on Jobs Creation Estimates and by Recipients"), to provide an estimate of the number of jobs created and the number of jobs retained by ARRA-funded projects and activities. In order to perform the calculation, the Contractor will provide the data elements listed in sub-section (b) below.

   b.   Contractor agrees that, no later than two business days after the end of each calendar quarter, it will provide to the State the following data elements using a form specified by the State:

      i.   The total number of ARRA-funded hours worked on this award.

      ii.   The number of hours in a full-time schedule for a quarter.

      iii. A narrative description of the employment impact of the ARRA funded work. This narrative is cumulative for each calendar quarter and at a minimum, shall address the impact on the Contractor's workforce and the impact on the workforces of its subcontractors or sub-recipients.

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Jobs Data Elements

Prime Recipients must report 2 jobs data elements to FederalReporting.gov:

1. An estimate of the **Number of Jobs** created and retained *in the reporting quarter* (expressed as an FTE), and

2. A narrative **Description of Jobs Created**.

FTE Calculation

The **Number of Jobs** data element shall be expressed as ''full-time equivalent'' (FTE) calculation, made as follows:

$$FTE = \frac{ARRA \ funded \ hours \ worked \ this \ Quarter}{Total \ hours \ in \ a \ full\text{-}time \ quarter}$$

Jobs Data Collection

To fulfill its obligation, prime recipients must **collect** from (i) itself, (ii) sub-recipients and (iii) vendors:

1. The <u>quarterly</u> number of <u>all</u> <u>direct</u> hours worked on ARRA-funded projects by employees, sub-recipients and vendors (the numerator);

2. Hours in a standard workweek (which will then be used to calculate the denominator); and

3. A Description of Jobs Created (the narrative).

Hours Worked Not Cumulative

Per OMB M-10-08, issued in December 2009:

- The number of jobs data element should reflect an estimate of the jobs retained or created in the reporting quarter.

- Jobs data will not be reported cumulatively.

Note: OMB's jobs data guidance supersedes previously-issued federal agency jobs data guidance

Count All Hours Worked

- The estimate of jobs created or retained will be based on all ARRA funded positions for the quarter.
  - OMB was very clear in that determining whether a position is an "ARRA funded job" hinges solely on the question "Are ARRA dollars used for funding?"
- The guidance does not require entities to distinguish whether a job is created or retained for the purposes of the prime recipient's section 1512 report.

Count Only "Direct" Jobs

- Organizations must report only data concerning hours worked on projects funded wholly or in part by ARRA ("direct" jobs)

- Organizations must not report:

  - **Indirect Jobs**: Employees not directly charged to the ARRA project that nevertheless provide support

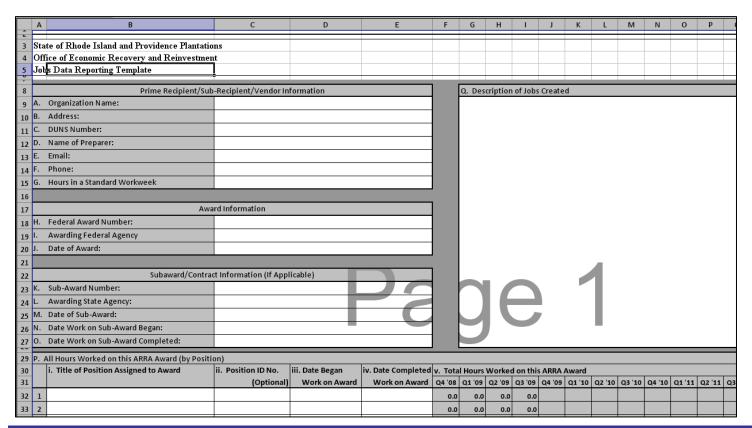 - **Induced Jobs**: Employment impact on the local community

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Jobs Data Reporting Workbook

Completed workbooks must be received by State Agencies two days after the end of the reporting period (_e.g._, April 2, 2010)

Organization Workweek Data

Enter your identifying information, including the hours in a standard workweek for your organization.

Prime Recipient/Sub-Recipient/Vendor Information	
A. Organization Name:	Dewey, Cheatem & Howe LLP
B. Address:	123 Main Street, Quahog, RI 02800
C. DUNS Number:	987654321
D. Name of Preparer:	Daffy Duck
E. Email:	Daffy@DeweyCheatemHowe.com
F. Phone:	401-555-5555
G. Hours in a Standard Workweek	40.0

If your organization has more than one standard, **full-time** workweek, then you must fill out a separate workbook for each standard, **full-time** workweek (but not for separate, part-time workweeks).

ARRA-Funded Position Data

- Template users enter position data and time frames of ARRA work into the "Jobs Data" tab of the workbook.

P. All Hours Worked on this ARRA Award (by Position)			
i. Title of Position Assigned to Award	ii. Position ID No. (Optional)	iii. Date Began Work on Award	iv. Date Completed Work on Award
1 Police Officer	00001	07/01/2009	08/01/2009
2 Police Officer	00002	07/01/2009	n/a
3 Police Lt.	00003	09/01/2009	n/a
4 Consultant (XYZ Consulting Services)		10/01/2009	10/15/2009
5			

- Position titles, ID numbers and time frames of ARRA work are available on all tabs in the workbook once they are entered onto the "Jobs Data" tab

Hours Worked Data

Template users enter hours worked data for each week in which the position worked on the ARRA-funded project (include full and part-time employees for that standard workweek).

vii. Hours Worked on this ARRA Award this Quarter (By Week Ending Date)													
Total	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25
65.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
260.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
130.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
280.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0

Description of Jobs Created

Each workbook should contain a narrative description of the employment impact of the ARRA funded work.

Q. Description of Jobs Created
ARRA funds were used to pay the salaries of (i) 3 teachers between 09/09 and 11/09; and (ii) 4 teacher aides between 09/09 and 12/09

At a minimum, the narrative should include the types of jobs created and retained. The narrative may rely on job titles, broader labor categories, or the organization's existing practice for describing jobs, so long as the terms used are widely understood and describe the general nature of the work.

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Common Data Collection Errors

- Facially Invalid Data
  - Workbook identifies hours worked outside prior to date work began
- Facially Implausible Data
  - Workbook states that 18,032 ARRA hours were worked, but subaward amount was only $43,989 (average hourly rate was $2.44/hr).
- Discrepancies with the FTE counts and description of jobs created

Resolving Data Collection Errors

- Prime recipients will calculate maximum possible average rate of pay (total amount of award divided by total hours worked) and determine whether it is plausible

- Prime recipients will compare the description of jobs created to the hours worked data and flag inconsistencies

- Prime recipients will flag workbooks with narratives or data suggesting that an organization misunderstood instructions

What Should I Submit?

- At a minimum, prime recipients must collect from each sub-recipient or vendor:
  - One or more completed workbooks; <u>or</u>
  - Documentation stating that no jobs were created or retained (<u>e.g.</u>, an email)

Don't submit blank or "Zero" workbooks

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Questions

- Your awarding State Agency is the primary point of contact for all reporting issues.

- However, if your awarding State Agency cannot answer your questions, you may
  - ➤ Submit additional questions via email: recoveryri@gov.state.ri.us
  - ➤ Contact OERR by phone at 401-222-8200